



Ribston Hall High School 16-19 Bursary Policy

The Government provides a Bursary Fund to give some assistance to those students who may face financial difficulty. This document is based on the advice provided by the Education Funding Agency and sets out how Ribston Hall High School will administer and distribute these funds. Ribston Hall High School recognises that offering support to students who may be eligible for this bursary requires sensitivity and respect for all those concerned. Information relating to applications will be treated in the strict confidence.

1 Eligibility

If you are facing financial difficulties which are preventing you from accessing key parts of the curriculum or from coming into school, and/or if you fall into one of the following groups and are aged under 19 on 31st August in the academic year in which you start your programme of study, you may be eligible to receive bursary support.

Group 1 (up to £1,200 per year)

- **Vulnerable young people** - Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

Group 2 (up to £800 per year)

- **Those in receipt of Free School Meals**

Group 3 (up to £300 per year)

- **Discretionary awards** – Those who do not fall into Group 1 or 2 above but are facing genuine financial barriers to participation. For example; if your main carer is in receipt of benefits; if your combined household income is less than £25,521 per year; or if you are facing any other financial difficulties.

| Eligible Costs | Award | Paid By |
|--|---|--|
| Books (compulsory books only) This award is only available to students who are not receiving an award for course equipment and/or materials and/or uniforms | Up to a max of £50 per student | BACS Payment to student or payment to department |
| Equipment/Materials/Uniform Support for specialist compulsory equipment / uniform required. | 50% of cost up to a maximum award of £150 | BACS payment to student or payment to department |
| Compulsory Educational Visits costing £100 and over (not payable for university visits) | 50% of cost up to a maximum award of £100 | BACS payment to student or account of provider |
| Exam Re-sit Fees (16-18 year olds only) | Award of £10 per subject | Payments direct to the Exams. office |

1 Applications and Assessment

Ribston Hall High School will make every effort to ensure that all those students eligible for bursaries receive the necessary support. All students coming into the Sixth Form will receive information about bursaries. The application form to be used is attached to this document.

Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions. This should be the household where they live for the 'majority' of the week. Parents / guardians are responsible for providing a clear photocopy of evidence required as originals cannot be returned.

All applications should be received by the Head/Assistant Head of Sixth Form and will be informed of their decision within 2 weeks. Payments to successful claimants will be backdated to the start of term. If circumstances change students can make applications later in the academic year. In this case payment of claims can be backdated for up to 28 days.

Students will be entitled to appeal against any decision taken by Ribston Hall High School. The appeals process is outlined in section 4 of this document.

2 Payments

Payments to students will be allocated on a weekly basis for that period of time that a student remains on their course which will be made on a half-termly basis providing the student meets the requirements below;

- No unauthorised absences
- Meeting the 6th Form Learning Agreement

Should any student fail to meet these requirements the school reserves the right to withdraw bursary payments for each of the weeks for which requirements have not been met. Similarly, if students leave school before the end of the academic year they will only receive payments for the time that they attended the Sixth Form.

Students must hold a bank account, as payments will be made from the school directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the Head of Sixth Form who will assist accordingly.

3 Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Head of Sixth Form, and if such a meeting fails to resolve any differences they should make a written complaint outlining their case for consideration by the Head Teacher. If this fails to resolve differences students are then advised to take their appeal to the Board of Governors.

4 Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received and will be expelled from the school.